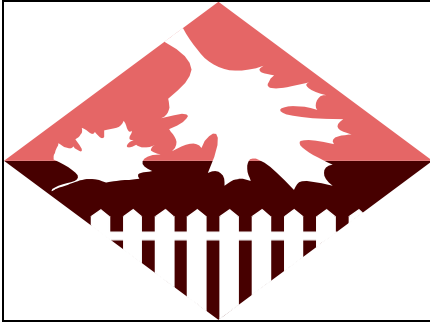# NJCFS/MACS-E NEWSLETTER

INFORMATION FOR THE USERS OF THE NJCFS/MACS-E SYSTEM

October 1996                                                Issue #18



## NJCFS NEWS

### APPROACHING THE NEW MILLENNIUM: NJCFS PREPARES FOR THE YEAR 2000

OTIS is currently preparing NJCFS for year 2000 processing.  Because NJCFS has many date oriented functions (prompt payment, appropriation processing, scheduling of payments, etc.), this endeavor is of the utmost importance to OMB and the NJCFS user community.

The NJCFS Year 2000 project involves both a software upgrade and an application customization.   The Enterprise Server (ES) software that provides automated system management functions will be upgraded to handle year 2000 processing.  This upgrade has a targeted completion date of May 1997.

The NJCFS application will be customized for the year 2000.  Following customization, a four character year will exist on all files and ledgers.  The bulk of the screens and all the transactions will still display only two characters.  This customization is targeted for completion in May 1998.

Watch the NJCFS newsletter for updates on the progress of the NJCFS Year 2000 initiative.

### EASYDOC:  DOCUMENT DATA ENTRY MADE EASIER!

The data entry of documents into NJCFS will be become less complicated in calendar year 1997.  The unwieldy DDB screen that necessitates the coding of a mode of operation along with a scheduling action will be removed from NJCFS.  No longer will NJCFS users be concerned with what mode of operation they are in when doing a particular action.

The DDB screen will be replaced by a function called EasyDoc.  EasyDoc allows all the actions of NJCFS document data entry (entering, correcting, copying, deleting, approving, deleting, etc.) to be performed on the NJCFS Suspense File Table (SUSF) or within a document.

A memo will be sent to all agency training coordinators requesting information regarding their agency's training needs. Training will be held during the months of January and February.  Implementation of EasyDoc will take place on March 1, 1997.

### Q&A

Beginning with Issue #17, the NJCFS/MACS-E Newsletter addresses common questions/problems raised by an agency and provides the answer or best possible solution.  Here is this issue's Q&A

Q.      How can a single check be produced for a payment containing multiple account code lines?

A.　　In situations in which a single voucher contains multiple lines and the single check code is keyed "Y" for yes, the system will produce single checks for each accounting distribution line.  Since the system is capable of inferring a bank account from the appropriation record, it is necessary to provide for the possibility of a separate bank, and thus a separate check, for each line of accounting distribution.

If the single check code is left blank on a multiple-line payment voucher, the system will produce one check for each five lines.  For example, a payment voucher with 20 lines would produce four checks.  However, if the payment voucher has a blank single check code and has less than five lines, it could be combined with lines from another payment voucher to produce a single check to the vendor.  Since checks are limited to five lines, because that is the number of lines of description on a check stub, agencies **are urged** to utilize the payee reference field by providing the most meaningful information to the vendor.

## MACS-E NEWS

### ENHANCEMENTS
Enhancements have been made on the following screens:

**OION** screen -- partial/final indicator next to OPAY status
**OCHG** screen -- document type next to budget fiscal year field
**OFST** screen -- can reprint a current fiscal year purchase order even though the contract has expired
**OCLN** screen -- commodity code must be the same as on the master waiver (when a new line is added)
**ORD4** screen -- error message appears on "add" screen if the purchase order is not *N* or "next"

A new field known as FINAL PAYMENT has been added to the OPAY screen.  This field is to verify that the payment is truly a final payment to be processed.  If the PARTIAL/FINAL field has an *F*, a message will appear at the bottom of the screen "G0710--FINAL PAY IND MUST BE 'Y' OR 'N'".  If this is a final payment, key in *Y* and continue processing.  If you decide that your *F* indicator should be a partial and you change the FINAL PAYMENT field to *N*, a message will appear at the bottom of the screen "G071E--PARTIAL/FINAL MUST BE 'P'".  You must change the PARTIAL/FINAL field to a *P* and continue processing your payment.

### REMINDER
When you reverse post (Status Code 697) an OPAY record and the scheduled payment date has not passed, the OINV record is automatically canceled.  If necessary, you must create a new OINV record, post it and proceed to the OPAY record to pay.